Getting Started with Adobe Connect Professional

Quick Reference Guide
Remove technology barriers from traditional web conferencing and you get Adobe® Acrobat® Connect™ Professional 7. Connect Pro is a cutting edge communication and collaboration solution with no software downloads for participants.

All that's required is the Adobe Flash Player, already installed on 98% of browsers worldwide. Instant availability and highly-customizable meeting, training, and presentation tools provide you with real-world functionality that anyone can use—wherever they are.

Adobe® Acrobat® Connect™ Pro has three ‘roles’ available to the end-user:

1. **Host** -- the host and default leader of a Connect session.
2. **Presenter** – an individual with elevated ‘presentation’ privileges.
3. **Participant** – an individual with minimal permissions, basically a session attendee.

This guide contains information and a quick start guide for each role.

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Host Quick Start Guide

The host is the default leader of a Connect session.

Before you begin

Test your computer to make sure it is set up with all of the tools you will need to host a Connect meeting.

   - Allow the Connection Test to run:
     - Meet connectivity requirements,
     - Have the Connect Add-in installed,
     - Pass all 4 (four) tests.
   - You can find additional tips and information on the page.

2. Log into Connect Pro at http://media4.stcloudstate.edu/
   - If you cannot remember your password, please click the “Forgot your password?” link

Connect Pro Homepage

The home page will open showing:

1. Navigation buttons
2. Create New: Meetings or Content
3. One of three tab options open in the middle pane: My Calendar, My Meetings, Resources
In the example, the **Resources** tab is open showing four different pods: Getting Started, Connect ProCentral Help, Connect Pro Resource Center, and Connect Pro Documentation.

- **My Meetings** tab will show all active meetings
- **My Calendar** will show upcoming meeting availability and recording schedules

**Create Meetings**

An Adobe® Acrobat® Connect™ Pro Meeting is a live online conference for multiple users. The meeting room is an online application that you use to conduct a meeting. The meeting room consists of various display panels (pods) and components. There are several prebuilt meeting room layouts, or you can customize a layout to suit your needs.

The meeting room enables multiple users, or meeting attendees, to share computer screens or files, chat, broadcast live audio and video, and take part in other interactive online activities.

Once you create a meeting room, it exists until you delete it. The meeting room location is a URL, assigned by the system or individually selected when the meeting is created. When you click the URL, you enter the virtual meeting room. A meeting room can be used multiple times for the same weekly meeting. The host can leave the meeting room open or closed between scheduled meetings. If a meeting room is open between meetings, attendees are free to enter the room at any time to view content.

- To create a meeting, you must have a browser, a copy of Flash® Player 8 or higher, and an Internet connection.
  1. Login to Connect Pro Central and click on the **New Meeting** link on the home page.
  2. Complete the **Meeting Creation** wizard and enter the meeting room by clicking the Enter Meeting Room button.
  3. To invite other participants from the meeting room, select **Invite Participants** from the **Meeting** menu.
4. The final step is sending invitations to participants. Depending on whether the meeting is open to registered users only or to anyone, select **Send Invitations**, select a group to invite (for example, hosts only), and edit the text that appears in the e-mail.

Consult *Connect Pro User Guide for Hosts and Presenters* to learn more, or visit the *Connect Pro Resource Center* for product tutorials and Best Practices.

- To start a meeting, do one of the following:
  - From the **Home page** in Acrobat Connect Pro Central, click **My Meetings**, and click the **Open** button for the desired meeting.
  - In Acrobat Connect Pro Central, navigate to the **Meeting Information** page for a specific meeting and click **Enter Meeting Room**.
  - Click the meeting URL in the e-mail invitation that you have received. Type your Acrobat Connect Pro login and password, and then click **Enter Room**.
  - Enter the meeting URL in your browser. Type your Acrobat Connect Pro login and password, and then click **Enter Room**.

When you have entered the meeting room, you can perform tasks to set up the meeting for attendees, such as specifying phone conference information, accepting or declining requests to join the meeting, rearranging pods, and typing in notes.

- To set meeting room bandwidth, determine the speed (kilobits/second) at which data from the meeting is sent to attendees. The host should choose a room bandwidth that matches the connection speed used by attendees. If attendees are using a variety of connection speeds, choose the lowest speed that attendees may be using.
1. In a meeting room, select **Meeting > Room Performance And Appearance > Optimize Room Bandwidth**
2. Select Modem, DSL/Cable, or LAN.

   **Modem:** Having more than one presenter with the Modem setting is not recommended. Screen sharing with the Modem setting is not recommended.

   **DSL:** One presenter can generate around 125 kbits/second of data. Attendees need around 128 kbits/second for a good connection. If screen sharing is used, attendees should have 200 kbits/second.

   **LAN:** One presenter can generate around 250 kbits/second of data. Attendees need around 255 kbits/second. If screen sharing is used, attendees should have 400 kbits/second. **Use only if all participants are on-campus**

3. Repeat the selection for your own connection using **Meeting > Manage My Settings > My Connection Speed**

**Work with Menu bar**

The menu bar appears at the top and includes:

- **Meeting**
  You can manage access and entry, record meeting, change room performance and appearance, manage your settings, and end meeting.
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• **Present**
  You can choose what role to play in a meeting, use preparing mode to make actions on a screen invisible to participants, or choose to show only presenter area.

• **Layouts**
  You can create a new screen layout choosing pods and a mode of meeting (sharing, discussion or collaboration).

• **Pods**
  To work with pods, hosts can show and hide, add, delete, rearrange, and organize pods. In the menu bar, select **Pods** and select the name of the pod to show. Check marks appear next to the name of pods that are currently visible in the meeting.

• **Help**
  Acrobat Connect Pro online resources are provided in the Help menu.
Presenter Quick Start Guide

Sharing a computer screen, document, or whiteboard

Hosts and presenters (and participants who have been given rights) use the Share pod to display content to attendees, such as the following:

- Selected items on your computer screen, including one or more open windows, one or more open applications, or the entire desktop.
- A document, such as a presentation, an FLV file, a JPEG, or other file format.
- A whiteboard with a variety of writing and drawing tools. You can share a stand-alone whiteboard, or a whiteboard overlay that appears on top of other shared content.

Documents shared in the Share pod can be viewed but not downloaded by attendees. To enable attendees to download documents, a host or presenter must upload the documents to the File Share pod. When you share content in the Share pod, attendees see your pointer move in the Share pod window. All activities you perform in shared window, application, or document are visible to attendees.

Presenters and hosts must install the Add-in the first time they attempt to upload content or share a screen. The Add-in is a Flash Player addition with additional features for hosts and presenters. The Add-in provides support for uploading files to the server, sharing screens during a meeting, and additional audio support.

Acrobat Connect Pro administrators can change pod, sharing, and other settings to adhere to standards for governance. These settings affect the layout of meeting rooms and what you can do in meeting rooms.

If you have a pop-up blocker enabled in your browser, the dialog box for downloading the Add-in will not appear. To correct this problem, temporarily disable the pop-up blocker.

Modes of presentation

- Sharing

Content displayed in a Share pod can be changed. Click the Share button on the Share pod control strip. Select My Computer Screen, Documents, or Whiteboards and, for Documents and Whiteboards, select the item you want to share from the submenu.
• **Discussion**

Use the Chat pod to compose a chat message and address it to a specific participant, to all presenters at the meeting, or to all attendees.

When you receive a chat message from a meeting participant, your Chat pod shows the sender’s name and the message.

Presenters can allow participants to conduct private chats, to clear a chat, and to turn off chat notifications.

Chat pod content is persistent, and remains in a meeting room until deleted. If you want to preserve Chat pod content for future use, you can e-mail the content.

• **Collaboration**

A whiteboard allows hosts or presenters to create text, lines, circles, squares, and other freehand drawings in real time during a meeting.

A stand-alone whiteboard is composed of multiple pages. Use the forward and back arrow buttons to move between pages.

Click on the right corner icon on the whiteboard to activate freehand drawing tools.
Broadcasting audio and video

Using the *Camera and Voice* pod, hosts and presenters can broadcast and view live audio, video, or both.

To broadcast audio, the broadcaster’s computer must have a microphone connected to it. To broadcast video, the broadcaster’s computer must have a video or web camera connected to it. For participants to broadcast audio and video, a host must grant them enhanced rights for the Camera and Voice pod, or promote them to host or presenter role.

Click on the left corner icon to start your camera and voice.

Click on the right corner icon to manage camera preferences and to choose desirable format of live images.

To start audio only, use the ‘Talk’ button in the lower left hand corner of the screen. This button can operate in ‘push-to-talk’ mode, or be locked ‘on’. Click and hold on the ‘Talk’ button to push to talk (activate your microphone), or click on the ‘lock’ icon to enable your microphone continuously.

There are additional Voice options available from the pop-up menu. Select the drop-down arrow to see the menu choices.
Participant Quick Start Guide

Participants join a meeting as a guest or as a registered user, depending on the options chosen by the meeting host. Before joining a meeting, check the date and time shown to determine whether it is in progress.

- To take part in a meeting you must have a browser, a copy of Flash® Player 8 or higher, and an Internet connection. Your capabilities in a meeting depend on your assigned role and permissions.

If your connection to the server fails, Acrobat Connect Pro Central displays an error message and provides a link to the Acrobat Connect Pro Central test wizard, which leads you through a series of steps to test your connection status.

When you are invited to join Adobe Connect Pro meeting as a participant

Before you join a meeting, visit http://media4.stcloudstate.edu/common/help/en/support/meeting_test.htm to allow the Connection Test to run. This will ensure your computer meets connectivity requirements and has the Connect Add-in installed.

All 4 (four) tests should be passed!

1. If you have been invited to a meeting by someone in your organization, on the Acrobat Connect Pro Home tab, click My Meetings. In the list of meetings on the left, locate the meeting you want to join and click Enter.
   - Click on the URL for the meeting, most likely received in an e-mail or instant message.
2. If you have received invitation to log in as either a guest or an Acrobat Connect Pro user, log in to the meeting room:
   o Select **Enter As A Guest**. Type the name to be used as your identifier in the meeting and click **Enter Room**.
   o Select **Enter With Your Login And Password**. Enter your login name and password. Click **Enter Room**.

   ![Adobe Acrobat Connect Pro Meeting](image)

   *If the meeting has started, your browser immediately displays the meeting room. If the meeting has not started, you receive this message: “The meeting has not yet started. You will be able to access the meeting once the host arrives. Please wait.”*

3. Start with setting connection speed. Go to the top menu **Meeting – Manage My Settings – My Connection Speed**. Choose connection that is best suited for your computer.

   ![Adobe Connect Test | Connect Pro Meeting](image)

   **Suggestions:**
   
   - The DSL/Cable option is the most common. Choose LAN if all users are on-campus.
   - Where possible, use a **wired** connection. On-campus wireless often gives satisfactory results, but should not be relied on.

4. Interact directly with a host and other participants using Chat pod, audio and/or video, unless you are specifically allowed access to a particular pod shown on the screen, or granted presenter rights.
If you are using audio and/or video: (1) go to Meeting – Audio Setup Wizard and follow the instructions in the Wizard to set up your audio, (2) go to Meeting – Select Camera to select your camera on the Select Camera Screen.

Feedback and Audio Quality:
To maintain the best quality audio experience for all participants, use a headset/microphone combination. Headphone/earphone use is recommended to avoid feedback problems.

Learn More

Refer to these resources to learn more about Getting Started with Connect Pro.

1. **Resource Center**
   View product tutorials and Best Practices to familiarize yourself with Connect Pro and create professional presentations, meetings, training, and events.

2. **Feature Tour**
   Get a quick overview of the features and functionality of Connect Pro.

3. **Documentation**
   Read product documentation to learn how to perform intermediate and advanced functions of Connect Pro.

4. **Support Center**
   Read tech notes, search through the Adobe Connect Pro Knowledge Base, or peruse our support forums to troubleshoot issues.

5. **Developer Center**
   Extend and integrate your existing Connect Pro implementation by learning about our extensive APIs and SDKs.